

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Water Distribution Operator II	<u>Revision Date:</u> 07/19
		<u>EEO Category:</u> Skilled Craft Worker
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30540

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Distribution Supervisor, Distribution Coordinator, or Operations Manager performs skilled work pertaining to the operations, maintenance, and construction of the City drinking water.

III. Essential Duties:

- Maintains and operates water system to ensure reasonable pressure and adequate service.
- Monitors and adjusts water and chemical levels in tanks.
- Performs SCADA and electrical trouble shooting and repair.
- Takes water samples necessary for compliance to various drinking water standards.
- Maintains wells, valves, pressure regulators, pump stations, tanks, etc.
- Repairs and installs surface features damaged during system maintenance including landscaping, sprinklers, asphalt, concrete, etc.
- Responds to customer complaints regarding flooding, water service, leaks, low pressure, frozen lines and other related matters.
- Reads, inspects, and adjusts meters in wells and booster stations.
- Delivers notices to customers regarding water turn-offs.
- Coordinates with contractors for water shut downs, including providing notices, etc.
- Turns customer water service on and off.
- Supports the Public Utilities operations as assigned.

IV. Marginal Duties:

- Assume supervisory and crew leader responsibilities as required.
- Coordinates with engineering personnel on review and inspection of new developments.
- Responds to public inquiries, complaints, and requests.
- Operates and maintains various types of heavy, light, and complex equipment that is used in the maintenance and construction of the drinking water systems (backhoes, ten-wheeler trucks, excavators, high pressure machines, hand tools, etc.).
- Completes work orders and various other records pertaining to work activities.
- Performs other duties as assigned.

V. Qualifications

Education: High School diploma or equivalent required. College degree and/or technical certifications preferred.

Experience: 8 years of experience or technical training in water works, SCADA, equipment operation, construction and/or closely related area is required to be eligible for this position. Must be fully capable of operating the water system autonomously to identify and adjust the distribution system in response to changes in supply and demand or emergency operations.

Certificates/Licenses: CDL class A license must be obtained within 60 days of hire; must obtain a UDOT Flagging Certificate within three months of hire; Utah Water Distribution Operator Grade IV Certification required.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Tools, machines, and equipment used in the operation, maintenance and construction of the water system; principles of maintenance and construction of water related projects; OSHA safety standards and EPA water standards and other related local, state and federal regulations; knowledge of and ability to set up safe work zones in accordance with OSHA and state standards; water system facilities, equipment and operations; all aspects of water distribution system; SCADA system, tanks, wells boosters, and PRVs; knowledge of the location of all tanks, wells, boosters, and PRVs as well as interconnections with neighboring systems in order to coordinate distribution of water both into and out of our system.

Responsibility for: the care, condition, and use of materials, equipment, money and tools use by assigned crew. Responsible for the day to day operations of assigned crew members to assure they are productive and that jobs are completed within guidelines given.

Communications skills: Ability to furnish and obtain information from other departments. Must be able to effectively communicate verbally and in writing with staff and customers. Must be able to file, maintain and retrieve manual and computer records and reports.

Tool, Machine, Equipment Operation: Regular use of office equipment including a smart phone, computer/tablet, meter reading system, calculator, hand tools. Must be familiar with heavy equipment used by the water construction crews to ensure that it is utilized properly and safely.

Analytical Ability: Must be able to generate reports from field data collected, in Excel and Word for use in budgeting and diagnostic decision making. Prioritize tasks, establish effective working relationships with employees and the public; perform all complex tasks related to the on-call operation of the water system without supervision.

VI Working Conditions:

Physical Demands: While performing duties of job, moderate climbing/balancing and constant stooping and kneeling are required; occasional lifting of up to 50 lbs.

Work Environment: Regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, heavy equipment, toxic fumes, traffic, heights, and high voltage equipment; work in trenches, vaults, and manholes; outdoor work in all types of weather; 24-hour on call status and answering a cell phone; seasonal shift work (including weekends and holidays) may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved classification specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____

DATE: _____

PERSONNEL DEPT. APPROVED BY: _____